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| <b>POLICY TYPE:</b>    | Operational         |
| <b>POLICY TITLE:</b>   | <b>CLUBS POLICY</b> |
| <b>DATE ADOPTED:</b>   | April 12, 2017      |
| <b>EFFECTIVE DATE:</b> | May 1, 2017         |
| <b>NEXT REVIEW:</b>    | January 2018        |

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## 1.1 DEFINITIONS

- 1.1.1 Definitions of some individuals involved with FSU Clubs are included below. Note, that this is not an exhaustive list:
- i. FSU Advocacy and Communications Coordinator – *The FSU Advocacy and Communications Coordinator is responsible for managing FSU Clubs.*
  - ii. FSU Administrative Services Staff – *The Advocacy and Communications Coordinator will be supported by the FSU Administrative Services Staff in running the FSU Clubs.*
  - iii. Club Executives/Leadership Team – *These are students that take on leadership roles in a student club. They may take on various titles such as President or Vice President, and are responsible for the proper management of the club and the following of this policy.*
  - iv. Signing Officer – *A Club’s Signing Officer is a responsible member who handles Club Finances. Only one person out of the Club’s President and Vice President is allowed to be a Signing Officer.*
  - v. Faculty Advisor – *This is a Fanshawe College staff member who assists the club and its leaders. An advisor’s role is not to run day-to-day club activities, but to provide support, guidance, and advice.*
- 1.1.2 The Club Charter outlines different types of clubs. Definitions of these are included below:
- i. Common Interest Group – *A Common Interest Group is a group of individuals that come around shared topics, interests, or concerns. These groups exist for the purpose of networking, exchange of information, socialization, and friendship/relationship building.*
  - ii. Program Association – *A Program Association is intended to connect students that belong to a program, or group of programs at Fanshawe College. These groups exist for the purpose of professional networking, professional development, and student life within the program.*
  - iii. Cultural/Religious Group – *These clubs exist as a space for students that belong to a particular country, community, religion, or minority group. These groups are primarily social but may also conduct awareness activities to showcase the culture or religion the students belong to.*
  - iv. Community Service Group – *Community Service Groups volunteer in the community to benefit the community and the people that live in it. These groups work towards the common good and organize events to support the public.*
  - v. Campus Chapter – *A campus chapter is a group of students who network with an off-campus organization and conduct similar activities in the Fanshawe College community. Each campus chapter is a student-led, student-initiated organization that supports its parent organization.*

## **1.2 PURPOSE**

- 1.2.1 Purpose of the Clubs Policy: The purpose of this policy is to uphold the interests of Fanshawe Student Union, club members and students. This document is designed to assist students in the formation, operation and development of clubs.
- 1.2.2 Purpose of an FSU Club: Clubs ratified by Fanshawe Student Union may have their own purpose and goals but the primary goal of all clubs should be to improve student life by providing social, cultural, and educational experiences.

## **1.3 CLUB APPLICATION AND RATIFICATION**

- 1.3.1 All clubs that wish to ratify with the FSU must fill out a Club Charter. The Club Charter forms are available in the FSU main office (SC2001) and online at [www.fsu.ca/clubs](http://www.fsu.ca/clubs).
- 1.3.2 Completed forms must be returned to the FSU main office or submitted via email to both the Advocacy and Communications Coordinator and FSU Administrative Services Staff.
- 1.3.3 The club charter will be reviewed for errors, omissions, or any other concerns. These will be discussed and clarified with the club, if necessary. Student numbers will also be checked to ensure membership requirements are met.
- 1.3.4 The club charter will then be taken to a regularly scheduled Executive Committee meeting, where the Executive will vote on each charter. A simple majority vote in favour will ratify the club. If the charter is approved, the Advocacy and Communications Coordinator will inform the club of their successful ratification. If the charter is rejected, the club will be notified with an explanation. They will have a chance to appeal the decision by presenting to the Executive.
- 1.3.5 Following the approval vote, the club executives/leadership team must meet with the Advocacy and Communications Coordinator to complete Clubs Training, review the Clubs Policy and sign the Club Policy Contract, located at the end of this document.
- 1.3.6 Any changes to the club charter must be submitted in writing to both the Advocacy and Communications Coordinator and the FSU Administrative Services Staff by the current President. These changes also include changes to the executive/leadership team and/or signing officers. This may be done via email.
- 1.3.7 The FSU will not recognize or approve Athletic Clubs, nor approve athletic activities for existing clubs. No exceptions will be made for this rule.

#### **1.4 CLUB MEMBERSHIP AND LEADERSHIP**

*The following shall apply to the club members, as well as the leadership team/club executive:*

- 1.4.1 Club membership must be open to all full-time students at Fanshawe College. Clubs may not restrict membership based on any grounds. These grounds include, but are not limited to, race, religion, ability, gender, financial status, or program of study at Fanshawe College.
- 1.4.2 In order to be ratified, a Club must consist of a minimum of five Student Union members as defined in the FSU Bylaws. In order to qualify for funding, a Club must consist of a minimum of ten Student Union members as defined in the FSU Bylaws.
- 1.4.3 Students that are not qualified as Student Union members as defined in the FSU Bylaws may be club members, but these students will not count towards the five and ten member requirement. These students also cannot hold any leadership/executive position in a club.
- 1.4.4 The Club must appoint or elect one President, one Vice President, and two Signing Officers. Only one of the Signing Officers may be the President or Vice President. Other executives may be added to the charter with a written request from the President, subject to approval by the Advocacy and Communications Coordinator.
- 1.4.5 Club Executives/Leaders may not hold any other elected, appointed, or hired position within the Fanshawe Student Union. This includes positions on the FSU Executive, and Student Administrative Council Board. Additionally, no student may hold the position of President or Vice President in more than one club.
- 1.4.6 Club charters expire at the end of each academic year (September – April). Clubs that wish to return the following year must resubmit the Club Charter.
- 1.4.7 If a club wishes to stay active over the summer semester, they may extend their charter by providing notice to the Advocacy and Communications Coordinator and Administrative Services Staff. In order to continue over the summer semester, all membership requirements must be met. Club charters that are approved during the summer semester will remain active until the end of August.
- 1.4.8 The Club must maintain and submit a current membership list every semester. The FSU may also request an up-to-date list at any time. Clubs are responsible for maintaining member records and providing up-to-date information to the FSU.

## **1.5 RIGHTS AND RESPONSIBILITIES**

### **1.5.1 An FSU approved club has the right to:**

- i. Be listed online on [www.fsu.ca](http://www.fsu.ca) as an official club.
- ii. Book tables to promote their club and its events/activities at FSU Clubs Day.
- iii. Reserve available rooms and space at the FSU for club meetings and events. Some restrictions apply as outlined in Section 1.8, and as determined by the Advocacy and Communications Coordinator and/or FSU Administrative Services Staff.
- iv. Request and use club locker space. Some restrictions apply, as outlined in Section 1.9.
- v. Create posters to advertise the club and its activities. These posters must be pre-approved by the FSU and follow Fanshawe College's Respectful College Community and Prevention of Harassment and Discrimination policy.

### **1.5.2 Every approved club has responsibilities to the FSU and its members. All clubs must:**

- i. Follow all relevant FSU and Fanshawe College policies and procedures.
- ii. Maintain regular contact with the FSU Advocacy and Communications Coordinator and Administrative Services Staff and respond to communications in a timely manner.
- iii. Submit monthly Financial and Activity Reports on all club events and activities. For templates and more information, refer to Appendix #2 – Club Monthly Activity Report and Appendix #3 – Club Financial Report.
- iv. Submit a Club Event Application form at least one week in advance of any planned Club Event. For more information, refer to the Club Event Guide and Appendix #4 – Club Event Application.
- v. Make note of any third party/Fanshawe College department involvement on the Club Charter. Third Party organizations are defined as an organization or group existing outside of the Fanshawe College community, including (but not limited to) charitable organizations, local community groups, and professional associations. Clubs must also provide the FSU with a copy of the third party organization's Certificate of Liability Insurance.
- vi. Report any funds collected by the club and submit those funds to the FSU to be deposited into their club account. A receipt will be issued for every transaction.

### **1.5.3 Club Conduct:**

- i. Club activities must not infringe upon the rights of others to use and enjoy the College environment and facilities, nor endanger or threaten to endanger the health, safety, property, or rights of a member of the College community. Disciplinary action may include suspension or revocation of the Club Charter.

## **1.6 CLUB EVENTS AND ACTIVITIES**

- 1.6.1 The purpose of Club Events are to promote and encourage campus/student life, cultural and community awareness, as well as foster a sense of community and belonging for students. Events may also be fundraisers for the club and/or a charity.
- 1.6.2 It is a club's responsibility to submit a Club Event Application form at least one week in advance of any planned Club Event.
- 1.6.3 Clubs may request use of FSU/Fanshawe College spaces for events. Proper booking protocol must be followed, as outlined in the Meetings and Events section of the Clubs Manual.
- 1.6.4 Funding for Club Events is available based on reimbursement. Please see Section 1.7 – Club Funding and Financial Activity as well as the Meetings and Events section of the Clubs Manual for more information.
- 1.6.5 The FSU will not approve athletic activities for any club.

## **1.7 CLUB FUNDING AND FINANCIAL ACTIVITY**

- 1.7.1 All ratified clubs with ten or more active members are automatically qualified to receive Club Funding. Membership eligibility is determined according to the requirements outlined in Section 1.4.2. Clubs that have funding must appoint or elect two Signing Officers. This information must be included on the Club Charter.
- 1.7.2 Club funding is available to a maximum of \$450.00 per year. This money is available to subsidize approved club activities, encourage campus and student life, and fund special club events.
- 1.7.3 Funding is based on reimbursement for expenses incurred in the planning and organization of club activities, as well as the purchase of club supplies. Direct billing to a club account is available for some on-campus services, at the discretion of the Advocacy and Communications Coordinator /FSU Administrative Services Staff.
- 1.7.4 Clubs have the responsibility to report any funds collected deposit those funds into their club account with the FSU, and maintain detailed and updated financial records through the use of the Monthly Financial Report. Refer to Appendix #3 – Club Financial Report and Appendix #7 - Club Deposit Form.
- 1.7.5 When a Funding Reimbursement Form is received, the Advocacy and Communications Coordinator and/or the FSU Administrative Services Staff will review the completed forms. If the reimbursement request is approved, a cheque will be issued in the names of both the signing officers. Refer to Appendix #5 – Club Funding Reimbursement Form for more information.
- 1.7.6 Clubs that fundraise for a charitable organization may deposit those funds with the FSU and request a cheque payable to the organization. This may be done by filling out the Club Donation Request Form. Refer to Appendix #6 for more information.

## **1.8 CLUB ROOMS**

- 1.8.1 All ratified clubs may book club rooms through the FSU main office.
- 1.8.2 Club Rooms are available on a first come, first served basis and must be booked at least 2 days prior to use.
- 1.8.3 Club Rooms can be booked by contacting the FSU Reception or the FSU Administrative Services Staff. In order to finalize bookings, all requested meeting information must be provided.
- 1.8.4 The club is responsible for use of the room and its proper maintenance. Any damage or missing property will be the responsibility of the club.
- 1.8.5 The Club Rooms are meant for club meetings and/or events. They are not meant to be used as homework labs, for study groups, or personal social gatherings.
- 1.8.6 The FSU reserves the right to revoke access to the Club Rooms if clubs treat the space improperly or fail to follow these guidelines.

## **1.9 LOCKER STORAGE**

- 1.9.1 Each Club may apply for locker storage space through the FSU main office. The application can be picked up in the FSU main office or online. Refer to Appendix #8 – Club Locker Space Application.
- 1.9.2 Locker space will be issued on a first come, first served basis.
- 1.9.3 Lockers are to be used for club materials only – not homework or personal belongings.
- 1.9.4 Locker use is available as long as a Club Charter is active. The locker application must be renewed every year, along with the Club Charter.
- 1.9.5 The Club is solely responsible for the contents of the locker. The FSU is not responsible for any theft or damage to the locker's contents.
- 1.9.6 The FSU reserves the right to revoke locker privileges if clubs treat the space improperly or fail to follow these guidelines.



## **1.10** REFERENCES

1. [FSU By-Law No. 1](#)
2. [Fanshawe College Policy P-208: Respectful College Community and Prevention of Harassment and Discrimination](#)

## **1.11** APPENDICES

1.11.1 The following forms and documents supplement the Fanshawe Student Union Club Policy:

1. Appendix #1- Club Charter
2. Appendix #2- Club Monthly Activity Report
3. Appendix #3- Club Financial Report
4. Appendix #4- Club Event Application
5. Appendix #5- Club Funding Reimbursement Form
6. Appendix #6- Club Donation Request Form
7. Appendix #7- Club Deposit Form
8. Appendix #8- Club Locker Space Application

1.11.2 All forms and documents noted in the appendices above, along with this policy, are available online at [www.fsu.ca/clubs](http://www.fsu.ca/clubs).

**Fanshawe Student Union  
Club Policy Contract**

As President of the \_\_\_\_\_, I have read and understood the Fanshawe Student Union Club Policy and agree to follow the terms outlined within.

\_\_\_\_\_  
Name (*Print*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Date

*Witness (FSU Advocacy and Communications Coordinator or FSU Administrative Services Staff):*

\_\_\_\_\_  
Name (*Print*)

\_\_\_\_\_  
Signature